

# CHURCHAM PARISH COUNCIL

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Minutes of the Meeting of the Parish Council  
Tuesday 17<sup>th</sup> March 2020 at 7.30 pm in Churcham Primary School

In attendance:

Parish Councillors: Cllr. Francis, Cllr. Reeves, Cllr. Newbery, Cllr. Price  
Clerk B Jelf

There were no members of the public present

## 1. To receive apologies for absence

1.1 Cllr King, Cllr Brookes and Cllr Freeman sent apologies

## 2. To receive and consider declarations of interest and written requests for dispensation.

2.1 There were none

## 3. To consider and sign the minutes of the last meeting

3.1 It was resolved to sign the minutes. Cllr price proposed that the minutes were approved as a true record, this was seconded by Cllr Newbury

## 4. Public Open Forum

4.1 There were no members of the public present

## 5. Planning

5.1 To receive a report of planning decisions by Forest of Dean District Council and the Planning Inspectorate

5.1.1 There were no reports to consider

5.2 Proposed Grange Court development

5.2.1 To consider and resolve to send letter to Forest of Dean District Council outlining the Council's concerns about the proposal

5.2.1.1 Cllr Francis has submitted a comment on behalf of the Council which will be circulated to

the Forest of Dean Council, also Westbury, Huntley, Highnam and Minsterworth Parish councils. It was suggested that the development will not be going ahead.

*Chairman and vice-chairman to hold monthly meeting, an email forum to be set up to discuss further developments.*

5.3 To discuss progress with arrangements for a neighbour development plan

5.3.1 A number of people have expressed an interest. Clerk to look into funding for the project.

## **6. To consider and approve the Transport Plan response**

6.1 Cllr. Newbury agreed to consider the Transport Plan and draft a response to be considered by the council.

## **7. Finance and Audit**

7.1 To receive and consider approving a financial report and bank reconciliation from the RFO

7.1.1 A report updating the Parish Council on its financial activity in this financial year was considered, in addition to the monthly bank reconciliation. It was RESOLVED that the reports were an accurate reflection of the state of the Council's finances and complied with internal financial control policies. Cllr Newbury proposed that the financial reports were approved as a true record, this was seconded by Cllr Price.

*Due to the Coronavirus the 2021 budget was also signed and agreed.  
Proposed by Cllr. Price and seconded by Cllr. Reeves.*

7.2 To receive a report of expenditure incurred by the Chairman and Clerk under s.4.1 of Financial Regulations

*Due to the Coronavirus it was agreed to pay the following invoices:-  
Avalon Accounting £175.00 it was RESOLVED to pay this amount Proposed by Cllr Reeves and seconded by Cllr. Price  
Churcham and Bulley National School £300.00 it was RESOLVED to pay this amount Proposed by Cllr Price and seconded by Cllr. Reeves.*

7.2.1 Beverley Jelf – up to £420 for administrative support throughout March 2020

7.2.1.1 It was agreed to pay this amount Cllr Newbury proposed and Cllr Reeves seconded

7.3 To consider approving the following for payment:

7.3.1 Previous clerk's salary, homeworking office allowance and expenses – £264.75

7.3.1.1 It was resolved to pay this amount. Proposed by Cllr. Newbery and seconded by Cllr. Reeves.

## **8. To discuss the arrangements for the Annual Parish Meeting**

8.1 In light of the current situation regarding the Coronavirus the decision has been made to put arrangements on hold .

## **9. Broadband update**

9.1 Cllr Francis and Cllr Newbery attended a meeting in Coleford. There is enough funding for around 70% of Churcham. There has been only one response from the businesses who

have expressed interest. Clerk to ring businesses and ask them to sign up.

10. To discuss the Coronavirus outbreak

10.1 A discussion took place, it was agreed that the Churcham News Facebook page be utilised for keeping the parish updated and to receive and offer help and support. The alert service will also be used as a means to direct people to the Facebook page. Face to face meetings will be temporarily suspended, with a review in 4 months, it was agreed that the Chairman and vice-chairman would be responsible for certain decisions, with any necessary actions delegated to the clerk. This was proposed by Cllr Price and seconded by Cllr Reeves. A proposal was made by Cllr. Price that meetings could be held via Facetime or Skype or similar medium.

10.2 It was agreed to defer the election of officers, with a review in 4 months.

11. To receive verbal reports from Councillors

11.1 Cllr Reeves was approached by a member of the public expressing concerns about rise of precept. The residents comment was noted and explained that all increases to the precept are debated, including why the increase has been necessary, any information can be found on the published minutes on the Parish Council webpage. It was agreed to publish in the parish magazine a breakdown of expenditure.

11.2 Cllr Reeves commented that there was still an issue regarding the broken bollard light outside the school.

11.3 Cllr Francis has spoken with the builder, he anticipated building work to commence once the better weather arrives.

11.4 Cllr Price reported a pot-hole issue between A40 – sunnybank. It was agreed to contact the Highways to arrange a survey.

12. To consider the date of the next meeting

12.1 Due to the Coronavirus the next meeting is TBA.

13. To review the vacancy of Clerk and RFO

13.1 Beverley Jelf has taken on the role of Temporary Administrative Assistant.

14. To consider the appointment of a new Clerk and RFO

14.1 Beverley Jelf was offered the position on a three month trial basis.

The Meeting closed at 8.30 pm.